

## Part 2 – Using Browse

Welcome to PastPerfect Video Tech Tips. Part two of this technical tip will cover how you may use your Browse screen within PastPerfect.

The Browse feature allows you to easily view all records within a particular database. The fields that display in the Browse screen and the order in which they appear are customizable, based on the fields within that database.

In part one of this Video Tech Tip we reviewed how to customize your Browse screen, focusing on the Objects catalog. To view or use these Browse settings, we will enter the Objects catalog.

- Please select the Objects button in the upper left corner of the Main Menu.
- To set the sort order of the records within Browse, in the upper right corner of the screen, you may use the “Sorted by” drop down menu.
- We will use Object ID (Num), to allow us to view items numerically.
- At the top of this screen, please select the “Browse” button.
- You will notice that your Browse screen now contains those fields that were selected in part one.
- If you need to adjust the width of your fields, please place your cursor to the right of the field label to be adjusted so that you receive a vertical bar with a left/right arrow.
- You may click and drag to adjust the width of the column manually.
- Double click, to adjust the column to best fit.
- If you have more fields than will appear on your browse screen, please use the scroll bar at the bottom of the screen to jump to a specific area or the scroll bar arrows to move quickly column by column.
- If you have chosen to display a memo field within Browse, it will appear with the text “memo”. A lower case “m” indicates that the memo field is empty, while a capital “M” indicates that the field is not empty. Please note: Title is a memo field. We have created Title (Sortable) so that you may view the first 100 characters of your title in Browse mode.
- To view the information in a populated Memo field, please double click on the field. Please note: A Memo field is considered to be populated if it contains a space, a carriage return, or text.
- When finished, please use the “X” in the upper right corner to close the Memo field screen.
- You may use the scroll bar as well as the scroll bar arrows on the right to move within the items being browsed.
- To enter the record of an item while in Browse mode, please right click on the item.
- When finished, please select the Exit button from the upper, central portion of the screen.

If you have any questions regarding how to use Browse in PastPerfect, please contact our support office at 1-800-562-6080, toll free or email us at [support@museumsoftware.com](mailto:support@museumsoftware.com).